



State of Tennessee Department of Children's Services

New/Revised Policies and Updates

TO: All Department of Children's Services Employees

FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development

DATE: April 11, 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies, deletion of policies, etc. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

Please note: Policies and forms are linked on this list for ease of access. If links do not work properly, please go to the policies or forms web pages to access documents.

***These policies have been revised to update into new document format; update employee titles (i.e., from "Assistant Commissioner" to Executive Director", etc. and other DCS titles as necessary); obtain the current commissioner's signature (i.e., we have several policies with former Commissioner's approval signatures, etc.); update applicable TCA Codes; DCS best practice, COA, ACA standards and forms, and add purpose statement.**

| | Policy No. | Policy/Other Document | Policy Chapter | Effective/ Revision Date | ***Forms Associated with Policies and Procedures |
|---|------------|---|----------------|--------------------------|--|
| 1. | Manual | Occupational Safety and Health Program Plan | 29 | 04/01/08 | None |
| Manual revised to update the listing of offices and addresses in Appendix II. | | | | | |
| 2. | 7.16 | Telecommunication Services | 7 | 03/01/08 | None |
| *Policy updated as stated above. Supersedes 7.16, 01/01/05; Revised to incorporate policy 30.11, Issuance of Pagers. Policy 30.11 deleted from Chapter 30. Minor policy review required. | | | | | |

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

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|---|------------|--|----------------|--------------------------|---|
| 3. | 15.4 | Clearing the Putative Father Registry | 15 | 04/15/08 | CS-0453, Request for Name and/or Address of a Father of Child Born Out-of-Wedlock |
| *Policy updated as stated above. Supersedes DCS 15.4, 04/01/98; Policy statement revised to match TCA. Old policy listed clearance of the Putative Father Registry within 3 days of the filing of the petition. TCA mandates ten (10) days. Minor policy review required. | | | | | |
| 4. | 16.39 | Subsidized Permanent Guardianship Agreements | 16 | 05/15/08 | CS-0719 – Intent to Obtain Subsidized Permanent Guardianship/Subsidized Permanent Guardianship Application CS-0674 – Special or Extraordinary Board Rates Request CS-0721 – Subsidized Permanent Guardianship Agreement CS-0722 – Subsidized Permanent Guardianship Renewal Affidavit CS-0720 – Notice of Denial, Termination, or Change in Subsidized Permanent Guardianship CS-0784- Subsidized Permanent Guardianship Checklist and Approval CS-0403 – Appeal for Fair Hearing CS-0829- Certification of Eligibility for Title IV-E Subsidized Permanent Guardianship Substitute W-9 |
| Summary of Policy revisions for 16.39: Policy will be placed on PREVIEW for thirty (30) days prior to effective date: Supersedes 16.39, 03/01/08; Policy revisions include: A new section (G) added for website connections to regular and special circumstance rates; a new section N - Records Management, A Protocol for Subsidized Permanent Guardianship Case File Contents, Criteria for Authorizing TennCare and new form CS-0829, Certification of Eligibility for Title IV-E Subsidized Permanent Guardianship. | | | | | |

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| 5. | 24.4 | Youth Appearance and Dress Code in Juvenile Justice Facilities | 24 | 03/01/08 | None |
| *Policy updated as stated above. | | | | | |
| 6. | 24.11 | Grievance Procedures for Youth in DCS Group Homes | 24 | 03/01/08 | CS-0548, DCS Group Home Grievance Disposition Appeal CS-0549, DCS Group Home Youth Grievance Report CS-0550, DCS Group Home Notice of Grievance Disposition |
| *Policy updated as stated above. | | | | | |
| 7. | 24.12 | Access to Legal Counsel for Youth in YDCs | 24 | 03/01/08 | CS-0318, Legal Aid Request CS-0559, Authorization for Release of Child-Specific Information from the Department of Children's Services and Contract Service Providers |
| *Policy updated as stated above. | | | | | |
| 8. | 24.13 | Access to Legal Counsel for Youth in DCS Group Homes | 24 | 03/01/08 | CS-0318, Legal Aid Request CS-0588, Declaration of Existing Attorney-Client Relationship or Intent to Establish Attorney-Client Relationship |
| *Policy updated as stated above. | | | | | |
| 9. | 25.6 | Disciplinary and Appeal Process for Youth in DCS Group Homes | 25 | 03/01/08 | CS-0210, Notice of Disciplinary Appeal CS-0211, Summary of Hearing CS-0546, Disciplinary Report/Notice of Hearing |

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| *Policy updated as stated above. | | | | | |
| 10. | 25.7 | Disciplinary Report-Notice of Hearing for Youth in DCS Group Homes | 25 | 03/01/08 | CS-0546, Disciplinary Report/Notice of Hearing |
| *Policy updated as stated above. | | | | | |
| 11. | 25.8 | Definitions of disciplinary Offenses for Youth in DCS Group Homes | 25 | 03/01/08 | CS-0546, Disciplinary Report/Notice of Hearing |
| *Policy updated as stated above. | | | | | |
| 12. | 25.9 | Disciplinary Guidelines for Youth in DCS Group Homes | 25 | 03/01/08 | CS-0303, Minor Violations Report |
| *Policy updated as stated above. | | | | | |
| 13. | 25.10 | Behavior Management | 25 | 03/01/08 | None |
| *Policy updated as stated above. | | | | | |
| 14. | 26.4 | Telephone Privileges for Youth in DCS Group Homes | 26 | 03/01/08 | CS-0111, Approved Contact List CS-0327, Youth Telephone Log |
| *Policy updated as stated above. | | | | | |
| 15. | 26.5 | Visitation and Visitor Control for Youth in DCS Group Homes | 26 | 03/01/08 | CS-0111, Approved Contact List |
| *Policy updated as stated above. | | | | | |
| 16. | 26.6 | Access to Viewing, Reading and Listening Material | 26 | 03/01/08 | None |
| *Policy updated as stated above. | | | | | |

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